



NOTICE OF VACANCY

JOB TITLE: Assistant Director
DEPARTMENT: Solid Waste
SALARY: \$66,862.78
CLOSING DATE: Open until filled

MAJOR DUTIES:

Assists in directing the planning and administration of Solid Waste Department as related to budgets, capital improvement programs/projects, policies and procedures, training, safety, human resources, and administrative services. Assists in coordinating and implementing the Solid Waste Department's annual operating plans and strategic plan. Develops and implements new programs, policies and procedures for the Solid Waste Collections Division as coordinated with the Director. Advises the Director of Solid Waste on the technical requirements of the contract for waste collection. Assist in the overall planning, operation, supervision, and administration of solid waste related activities in the waste collection contract. Provides quality control of monitoring for waste collection. Coordinates and cooperates with federal and state officials, government agencies and outside agencies to ensure adequate provision of solid waste collections services. Assists in preparing federal and/or state grant applications for collections/recycling programs. Serves as central point of contact for customer service issues to include the Augusta Cares Program, and work with Departments and Divisions to ensure excellent customer service. Prepares Budgets for approval and Monitors expenditures under existing budget. Manages and supervises staff including selection, training, counseling, and evaluating subordinate personnel. Develops performance measures for work categories and performance measures for annual employee performance reviews, and identifies career development opportunities for Department employees. Serves as a resource for other divisions/sections and subordinate personnel.

MINIMUM QUALIFICATIONS:

Preferred Education: BS/BA degree in Civil or Environmental Engineering, Business or Public Administration or related occupational field of study – Masters Degree, CPA or the ability to become a CAP within one year from date of hire preferred 8+ years experience in landfill operations and/or solid waste management. Considerable knowledge of principles, practices and equipment used in landfill operations and solid waste management. Proficiency in regulatory requirements, interpreting landfill operational plans, blueprints, and their practical applications. Proficiency in the knowledge of principles and practices of organization, personnel management, planning and general office administration. Proficiency in MSW revenue generation and general cost accounting principles Mastery of interpreting relevant state and local laws and ordinances applicable to landfill operations, county policies and procedures as related to purchasing and personnel. Good communication skills, both oral and written. Proficiency in using standard office equipment, operating a computer with standard office software (word processing, database, power point, spreadsheets, accounting programs, etc.) Problem solving and conflict resolution skills. Decision making skills.

Presentation skills. Demonstrated ability to work independently and to supervise others.

Possession of or ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. Travel may be required on a regular basis. Certifications and licenses or ability to obtain within six (6) months of employment: Certified Landfill Operator (CLO), Manager of Landfill Operations (MOLO), Leadership Skills for Solid Waste Professionals and Waste Acceptance Protocols.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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